



Foreign Affairs Manual

1 FAM – Organization and Functions

Change Transmittal: ORG-245

Date: May-26 2011

1 FAM 210 BUREAU OF ADMINISTRATION (A)

Changes

1. **1 FAM 210, Bureau of Administration (A):** The Office of Directives Management (A/GIS/DIR) has made the following nonsubstantive administrative corrections in this subchapter:
 - **1 FAM 212.1-6, Presidential Travel Support Division (A/PTS):** Corrected the old office symbol A/EX/PTS to A/PTS and throughout the subchapter as needed;
 - **1 FAM 212.1-2, Financial Management Division (A/EX/FM):** Corrected the old office symbol A/EX/FMD to A/EX/FM and throughout the subchapter as needed;
 - **1 FAM 215.2-3, Information Technology Division (A/LM/AQM/IT):** Corrected the old office symbol A/LM/AQM/ITD to A/LM/AQM/IT;
 - **1 FAM 215.2-4, International Programs Division (A/LM/AQM/IP):** Corrected the old office symbol A/LM/AQM/IPD to A/LM/AQM/IP and throughout the subchapter as needed;
 - **1 FAM 215.2-5, Business Operations Division (A/LM/AQM/BUS):** Corrected the old office symbol A/LM/AQM/BOD to A/LM/AQM/BUS and throughout the subchapter as needed;
 - **1 FAM 214.2-8, Records and Archives Management Division (A/GIS/IPS/RA):** Corrected E.O. 10346 to E.O. 12656; and
 - **1 FAM 211.5, Authorities:** In 1 FAM 211.5 paragraph b(7), corrected E.O. 12969 to E.O. 13423, deleted the duplicated reference and renumbered the content.
 - **1 FAM 211.5, Authorities:** Corrected 40 U.S.C 540 to 40 U.S.C 121

and replace 40 U.S.C 486(c) to Public Law 107-217

2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
4. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 1 FAM 210 (CT:ORG-227, 08-27-2010; 12 pages) and insert revised subchapter 1 FAM 210 (12 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:ORG-245, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(A/EX/MGT)